

Level II review 28 Dec 00 JIW

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for Increase in Slots for the [REDACTED] Records Integration Staff

25X1A

25X1A

REFERENCE: Memorandum for [REDACTED], 4 May 1954, Request for Increase in [REDACTED]

25X1A

25X1A

1. The subject request proposes the transfer of four slots from other components of [REDACTED] to the [REDACTED] Unit. (See Tab A) This is the second step in the process of staffing and correctly slotting personnel associated with the 22 programs. (See above reference) Examination of workload trends, backlog, and proposed developmental programs indicates a continuing need for the additional slots.

2. The Assistant Director for Personnel approves the classification of the positions as requested, except the GS-7 has been raised to GS-9. (See Tab B) The two GS-9's will each be in charge of one of the programs.

3. The Chief, Budget Division, states that his office has been advised by DD/P Admin that the requested transfer and upgrading of the positions has been accomplished and the required adjustment in the operating budget of FI Staff for fiscal years 1955 and 1956 will be accomplished. (See Tab C)

4. It is recommended that the request be approved with the provision that the correct slotting of employees detailed to FI/22 be accomplished at an early date.

25X1A

[REDACTED]
Chief, Management Staff

ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of AD/P
- Tab C - Concurrence of Budget Div.

APPROVED

Date: 3 July 1954

15/

L. K. WHITE

Deputy Director (Administration)

MS/MRW:ee (29 June 1954)

DISTRIBUTION:

Orig. & 1-Office of Pers.

2-AD/P Chrono & Subv.

2-AD/P (Admin)

1-Comptroller

1-Comback

047m5

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

missing attachments tabs A, B, C,